

## **Southern Maine Dressage Association Show Manager Guidelines- 2010**

1. PRE-SHOW PREPARATION
  - A. Review list of people who volunteered to help at shows this season. Call people to secure the volunteers you need to run the show including ring set-up crew, ring take-down crew, scribes (usually ½ day), scorer, announcer, runner and ring steward (if possible). Confirm names, telephone numbers, position and time they are to be at the show.
  - B. Confirm with the Judge Coordinator the name and phone number of the judge(s). Call the judge to advise the start time of the show, confirm lodging (as necessary) and directions.
  - C. Obtain SMDA checks (for the judge and food booth) from the Treasurer.
  - D. Confirm that the food concessionaire is planning to be at the show. Notify the Food Concessionaire of the time that the show grounds will be open so the food booth concession can set up as early as possible.
  - E. Obtain the combination to the gate at the Hollis Equestrian Park (HEP). The keys to the Manager's Booth are hidden in the mailbox that is outside the booth. The key to the bathrooms are inside the Manager's booth hanging on the wall. The key to the horse trailer (in which we store the ring set up material) is hanging on the wall in the Manager's Booth.
  - F. Arrange with the Show Secretary a pick up time for the show materials that need to be handed to you. The Show Secretary has a check-off list as well. Coordinate with her at least a week before the show to discuss number of rides, start time and so forth.
  - G. The Show Secretary should review with you any discrepancies or issues with the rider entries. These should be written on the outside of the rider's packet. For example, the rider may not have paid their \$1 number deposit, you should collect this when they pick up their packet.
  - H. The SMDA Treasurer keeps a box with \$1s and checks. Get the box from her, and verify the initial amount and keep track of how much is paid out in number returns. Do not use this money for anything other than number deposits. Some people may donate their number deposit money to the club.
  - I. Get two checks from the SMDA Treasurer. One for the food concessionaire (Judge and volunteer's food) and one for the Judge. Make sure to write down the amounts for each check and report back to the Treasurer.
  - J. If you have any expenses, save your receipts and submit to the SMDA Treasurer who will reimburse you.
2. Ring Set-Up (Prepare the grounds the day before the show.)
  1. Confirm what time the HEP will be free so that the ring can be set up (there may be another show there the day before ours).

2. The ring is stored in the trailer that is parked at the HEP. If the trailer is locked, the key is kept in the the Manager's Booth (hanging on the wall).
  3. Drag the ring and the warm-up (if necessary).
  4. Set-up the ring. Use the ring set-up instructions in the Show Manager's Box or follow a diagram in the Omnibus. (*Works best with three to six people*).
  5. Set up the ring for the small arena, and use electrical tape to mark the spots for the letters for the large arena.
  6. Set out the letters. To protect from the weather, it is suggested to leave the flowers inside overnight, and put them in the letters in the morning.
  7. Sweep out the judge's booth and remove any trash. Make sure there are two chairs for the judge and scribe.
  8. Check bathrooms for cleanliness install new roll of **TP**.
- J. Check out the PA system to make sure it's working.
  - K. If there are any freestyle rides, the competitors are required to bring their own tape or CD player cued to the correct place. Please confirm with the Show Secretary and/or the competitor that they have the music all set.
  - L. Turn on the PA system and make sure it works. Turn it off before leaving the HEP.
  - M. Call the Hollis Rescue to notify them that we are having a show the next day (just to alert them. Make sure someone has a working cell phone on hand at the Manager's Booth during the show.
  - N. Make sure to lock up the Manager's Booth and the gate when you leave the park.

### 3. SHOW DAY - PRE-SHOW

- A. Plan to arrive an hour to an hour and a half prior to show time to unlock the main gate and allow time for last minute set-up before riders arrive. *Note: the first riders will show up at least one hour before their ride to start their warm-up.*
- B. Unlock the main gate, and the Manager's Booth.
- E. Turn on and check the PA system in announcer's booth.
- F. Set-up the floweres in the letters around the ring. Set up two chairs in the Judge's Booth.
- G. Set up the administrative material in the Manager's Booth. This includes the rider packets (envelopes), extra programs, entry forms, etc.
- H. Generally overview the grounds to make sure everything is okay.
- I. Brief volunteers on their jobs as they arrive. Before they leave, make sure to write down the names of each volunteer, the job they did, and how long they helped (half day or full day).
- J. Give the Judge and Scribe the clipboards with the tests (prepared by the Secretary). Give the judge the basket with the bell, pens, etc. Check with the Judge to make sure she/he has everything they need.
- K. Talk with the concession stand about keeping a record of the complimentary food and drinks for show staff. Have one of the volunteers get the Judge's lunch ready for him or

her to eat during the lunch break. The Manager will settle up with the food concessionaire before he leaves and give him a check for the volunteers and judge's food. Please use the following policy:

1. Only volunteers who have volunteered for the whole day will get their meals paid for by the club.
  2. Half-day volunteers can have a free drink of their choice.
- L. DO NOT let anyone park next to the ring. They can park along the edge of the grassy areas around the ring.
4. SHOW DAY – DURING
- A. Hand out riders' packets as they arrive. Check packet for notations from the Show Secretary. Collect any money or information required before they ride.
  - B. Return number deposits (\$1.00) as riders return their numbers. Anyone losing the number forfeits the dollar. Keep track of how much is paid out in number deposit returns.
  - C. Change the ring from small arena to large arena after the Training Level tests. The Secretary should have a Ring Change break scheduled in the program.
  - D. Make any updates or changes to the show program as necessary to reflect scratches and additional rides. Be sure you notify the announcer and the judge and scribe. There are no refunds for scratches, even if you are able to fill the spot with another rider. Scratches may be filled with rides from the same level but they do not have to be the same test (e.g., a scratched Training Level Test 1 may be filled with a Training Level Test 3 ride, but not First Level or above).
  - E. If the show gets ahead of schedule (for example, if there are scratches), ask the Ring Steward to inform the riders in the warm-up area and see if they are willing to go early. To help keep the show running quickly, riders are encouraged to go early, but it is not required. Riders can stick to their originally scheduled time if they are not comfortable going early.
  - F. Ensure scorer records total points and percentage to three decimal places for each ride. Manager will be responsible for forwarding these scores to Robyn Cuffey for year-end results.
  - G. Depending on the number of riders, the Secretary may have split the classes. Typically classes are split into Juniors and Seniors. The whole class is run all at once according to the schedule (which may include Junior and Senior riders interspersed). However, if the Secretary has split the class, the placings (First, Second, Third, etc.) are made separately between Class A and B (typically Juniors and Seniors). Separate score sheets should be posted, and ribbons are awarded separately.
  - H. Post the scores outside the booth on score sheets provided. Instruct the announcer to announced class results over the PA system. Pass out ribbons.
  - I. Give out high point Junior and Senior ribbons for the day. If the rider has already left the show grounds, find out if someone can deliver their ribbon, otherwise you will have to mail it to them.
  - J. Keep track of any SMDA merchandise (e.g., hats, shirts) is sold – how many of each and how much money is taken in (including cash and checks). Keep track of this on the log form.

- K. In general, make sure the show runs smoothly and on-time and take care of problems that may arise.

5. SHOW DAY - END

- A. Pay the food booth concession for volunteer food (see guidelines above). Use a check provided by the Treasurer.
- B. Pay the judge per agreed compensation. Use a check provided by the Treasurer.
- C. Take down the ring and the letters and put them back in the trailer. *Enlist help of a few people to do this.* If the ring is really muddy, the Manager may decide to wait and take it down and put it away after the show. This should be done within a few days and definitely before there are any other events at the HEP.
- D. Retrieve judge's basket, all judge and scribe materials.
- E. Pack up Show Secretary and Show Manager material, ribbons etc. Leave the Show Manager material in the trailer. Give the Show Secretary material to the Secretary for the next show (if she is not there, make arrangements to get the stuff to her before the opening date for the next show).
- F. Close and lock the bathrooms. Put key back in the Manager's Booth.
- G. Close and lock the Manager's Booth. Put the key back in the mailbox.
- H. Pick up and remove all trash (take with you for disposal). Do a quick inspection of the bathrooms, booths, and general show grounds to make sure we are leaving it in good condition.
- I. Close and lock the gates on the way out.
- L. Make sure you leave the booths and the ring in as good condition if not better than when you got there.
- M. Complete the volunteer log form and the income and expense sheet, and return to the head Show Manager. .

5. POST SHOW

- A. Complete an income and expense statement and send with all receipts and money to the SMDA Treasurer, along with any other notes you feel necessary.
- B. Send the show's results to our Robyn Cuffye, SMDA's point-scoring secretary within 10 days of the show.
- C. Follow-up as necessary to distribute High Point Ribbons.
- D. Make sure that the Show Secretary material is given to the next Secretary.
- E. Make sure that the Manager's Box and material is given to the next show Manager.
- F. Keep the list of volunteers – this will be used at the end of the year for the volunteer awards.

**SHOW MANAGER**  
**CHECK-OFF LIST - SCHOOLING SHOW**

- \_\_\_\_\_ Volunteer List
- \_\_\_\_\_ Combination to HEP and keys to Manager's Booth and Trailer
- \_\_\_\_\_ Ring set-up crew
- \_\_\_\_\_ Packets and entries from Secretary
- \_\_\_\_\_ Dollar bills
- \_\_\_\_\_ Ribbons
- \_\_\_\_\_ Ring set up
- \_\_\_\_\_ Check bathrooms and TP
- \_\_\_\_\_ Call Hollis Rescue
- \_\_\_\_\_ Check out PA syste
- \_\_\_\_\_ Blank SMDA Checks
- \_\_\_\_\_ First Aid Kit (in Booth)
- \_\_\_\_\_ Judge's basket (bell, pens, ) Judge's and scribe's clipboards
- \_\_\_\_\_ Show Secretary Materials (which should include the following)
  - Judge & Scribe clipboards (w/blank copies of tests to be ridden)
  - Show Packets
  - Extra show programs
  - Rider entry forms
  - Score sheets
  - Extra tests